



# **Administration Officer (Estates & Compliance)**

## **Job Description and Person Specification**

**January 2023**

## **Job Description**

<b>Post:</b>	Administration Officer
<b>Responsible to:</b>	Director of Estates & Compliance
<b>Grade Range:</b>	Outer London NJC Grade 5 - SCP 13 – 15 (£28,269 - £29,214)
<b>Hours:</b>	36 hours per week, 52.14 weeks per year
<b>Location:</b>	The Beck, Bridle Road, Croydon CR0 8HQ
<b>Role Purpose and Role Dimensions:</b>	<p>Under the management of the Director of Estates &amp; Compliance and DPO: be responsible for undertaking administrative, financial, organisational processes within this area. Assist with the planning and development of support services to support the smooth &amp; efficient running of the Estates &amp; DPO services across The Beckmead Trust.</p> <p>The post holder is expected to support the development within the Estates service across the schools and to be willing to undertake further training as appropriate, and to participate actively in the wider life of the school, including enrichment opportunities.</p> <p>Duties and responsibilities of the post may change over time as requirements and circumstances change. The person in the post may also be required to carry out such other duties as may be necessary from time to time.</p>
<b>Commitment to Diversity:</b>	As a member of the Academy team you will be expected to take individual and collective professional responsibility for championing the Trust's diversity agenda. This will involve proactively implementing initiatives which secure equality of access and outcomes and to commit to continually developing personal understanding of diversity.
<b>Key External Contacts:</b>	<ul style="list-style-type: none"><li>• External Suppliers, Contractors and Service Providers</li><li>• Agencies</li></ul>
<b>Key Internal Contacts:</b>	<ul style="list-style-type: none"><li>• Director of Estates &amp; Compliance</li><li>• Data Protection Officer</li><li>• Executive &amp; Deputy Executive Head Teachers</li><li>• Members of Senior Leadership Teams (SLT)</li><li>• HR Team</li><li>• Catering Teams</li></ul>

- Cleaning Teams
- Admin Teams
- Teaching Teams
- Parents
- Pupils

**Financial Dimensions:**

- Responsible to maintaining stock levels and monitoring materials required to maintain service levels within key areas of work, within current financial procedures.
- Placing orders and following up receipt and payments for goods and services via our internal finance system

**Other Considerations:**

- The person undertaking this post must have a current enhanced DBS. If a candidate does not have this status then they will be required to complete an application only if recruited to this post.

**Key Accountabilities and Result Areas:**

**Key Elements:**

**Organisation:**

**This will involve:  
Core Duties**

- Deal with complex admin/reception/visitor etc matters.
- Contribute to the planning, development and organisation of support service systems/procedures/policies.
- Assist in arrangements for daily, weekly, monthly and annual events in key Estates and Data Protection areas
- Supervise, train and develop staff as appropriate.

**Administration:**

**This will involve:**

**Core Duties**

- Monitoring caretakers and DPO in box
- Manage manual and computerised record/information systems.
- Analyse and evaluate data/information and produce reports/information/data as required.
- Undertake typing and word-processing and complex IT based tasks.
- Provide personal, administrative and organisational support as directed. This may involve support to other areas.
- Provide administrative and organisational support to the Director of Estates & Compliance and DPO.

- Undertake administration of complex procedures.
- Complete and submit complex forms, returns etc., including those to outside agencies e.g. DfE, annual asset & other compliance checks and reports, and maintaining up-to-date records in between.
- Undertake the administration of staff absence reporting systems within the Estates & DPO areas
- Admin of finance related tasks ie raising purchase order requisitions, dealing with invoice, delivery and payment queries for purchase order & procurement card and petty cash purchases.
- Submission of monthly meter/usage readings to suppliers
- Maintaining annual supplier database
- Maintaining various online and paper based records systems.

#### **Resources:**

#### **This will involve:**

##### **Core Duties**

- Operate relevant equipment/complex ICT packages.
- Monitor and manage stock within an agreed budget, cataloguing resources and undertaking audits as required.
- Collate who school food shop, order and distribute on a weekly basis managing stock within agreed budgets
- Assist the School Kitchen to ensure the necessary resources are available.
- Manage staff uniform 'shops' within the Estates teams.
- Provide advice and guidance to staff, pupils and others.
- Undertake research and obtain information to inform decisions.
- Assist with procurement of resources.
- Manage administration of facilities.
- Undertake complex financial administration procedures
- Assist with the planning, monitoring and evaluation of facilities budget.
- Manage expenditure within an agreed budget.

#### **Responsibilities:**

#### **This will involve:**

##### **Core Duties**

- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data

protection, reporting all concerns to an appropriate person.

- Be aware of and support differences and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Establish constructive relationships and communicate with other agencies/professionals.
- Attend and participate in regular meetings.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.

**Green Statement:**

**This will involve:**

- Seeking opportunities for contributing to sustainable development of the borough, in accordance with the School/Academy's Green Commitment. In particular, demonstrating good environmental practice (such as energy efficiency, use of sustainable materials, sustainable transport, recycling and waste reduction) in management of the service provision

**Data Protection:**

**This will involve:**

- Being aware of the School/Academy's legal obligations under the Data Protection Act 2018 (the "2018 Act") and the EU General Data Protection Regulation ("GDPR") for the security, accuracy and relevance of personal data held, ensuring that all administrative and financial processes also comply
- Maintaining customer records and archive systems in accordance with departmental procedures and policies as well as statutory requirements
- Treating all information acquired through employment, both formally and informally, in accordance with the **Workforce Data Protection Policy**

**Confidentiality:**

**This will involve:**

- Treating all information acquired through employment, both formally and informally, in confidence.
- There are strict rules and protocols defining employee access to and use of the School/Academy's databases. Any breach of these rules and protocols will be subject to disciplinary investigation. There are internal procedures in place for employees to raise matters of concern

regarding such issues as bad practice or mismanagement.

**Equalities and Diversity:**

**This will involve:**

- The Trust has a strong commitment to achieving equality of opportunity in its services to the community and in the employment of people. It expects all employees to understand, comply with and to promote its policies in their own work, to undertake any appropriate training and to challenge racism, prejudice and discrimination. This includes respecting and valuing the different experiences, ideas and backgrounds others can bring to work and to teams

**Safeguarding:**

**This will involve:**

- Displays commitment to the protection and safeguarding of children and young people
- Values and respects the views and needs of children and young people
- Demonstrates a commitment to fundamental British values and an awareness of how these can be promoted in direct work with children

**Health and Safety:**

**This will involve:**

- Every employee is responsible for their own Health & Safety, as well as that of colleagues, service users and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to management.

**To contribute as an effective and collaborative member of the School Team:**

**This will involve:**

- To participate in training to be able to demonstrate competence.
- To participate in first aid training as required.
- Participating in the ongoing development, implementation and monitoring of the service plans.
- Championing the professional integrity of the school
- Supporting Best Value and electronic management of processes.
- Actively sharing feedback on school policies and interventions.

## **Person Specification**

<b>Post:</b>	<b>Administration Officer</b>
<b>Essential knowledge:</b>	<ul style="list-style-type: none"><li>● NVQ 3 or equivalent qualification or experience in relevant discipline.</li><li>● Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation.</li></ul>
<b>Essential skills and abilities:</b>	<ul style="list-style-type: none"><li>● Very good numeracy/literacy skills.</li><li>● Effective use of ICT and other specialist equipment/resources</li><li>● Very good ICT skills.</li><li>● Ability to relate well to children and adults.</li><li>● Work constructively as part of a team, understanding school roles and responsibilities and your own position within these.</li><li>● Ability to self-evaluate learning needs and actively seek learning opportunities.</li><li>● Excellent telephone manner and face-to-face skills.</li><li>● Able to manage and prioritise conflicting demands and deadlines.</li></ul>
<b>Essential experience:</b>	<ul style="list-style-type: none"><li>● Experience of development, management and operation of administrative systems.</li></ul>
<b>Essential requirement:</b>	<ul style="list-style-type: none"><li>● This post requires an Enhanced DBS Clearance</li></ul>
<b>Special conditions:</b>	<ul style="list-style-type: none"><li>● Enhanced DBS Check</li><li>● Above average exposure to pupils with traumatic, degenerative, terminal conditions, or who have difficult and demanding behavioural problems, will require the postholder to cope with above average levels of emotional stress.</li><li>● Close contact with pupils may result in some exposure to bodily fluids.</li><li>● May require Hepatitis B vaccination.</li><li>● Particularly in schools that have pupils with behavioural difficulties, postholder can be at risk of physical injury and needs to remain vigilant and observe risk assessment protocols.</li><li>● Members of staff must take part in the behavioural and physical intervention training that is offered by the School</li></ul>